



GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department - Revision of IT - Hardware Policy for Govt. Secretariat & Retention policy for Laptops/Tablet devices provided to officers in Secretariat - Sanctioned- Orders issued

ELECTRONICS & INFORMATION TECHNOLOGY (IT-CELL) DEPARTMENT

G.O(Ms)No.19/2018/ITD

Dated, Thiruvananthapuram, 13/08/2018

Read: 1) Office Memorandum dated 19/09/2014 of Ministry of Finance,
Department of Expenditure, Govt. of India.

2) G.O (Ms)No.37/2015/ITD dated 07/09/2015.

3) Minutes of the Apex Committee meeting on e-Governance held on 4/11/2017

ORDER

As per the Government order read as 2nd paper above, a IT-Hardware Policy was formulated in Government Secretariat for the Purchase and installation of Laptops, Desktops and peripherals, Data Cards etc for Government Secretariat, was formulated. Based on the Office memorandum read as 1st paper above and as per the minutes of the Apex Committee read as 3rd paper above, Government are pleased to formulate a retention policy for Laptops and Tablet devices issued to officers and to revise the IT-Hardware policy with the following guidelines/instructions, further to the policy formulated under the above Government order read as 2nd paper above.

Desktop/Laptop/Tablet provision and retention policy.

- i) For officers of and above the rank of Secretaries, as per the existing provision, the price ceiling of Laptops would be limited to Rs.80,000/- and Desktops at Rs.50,000/-.
- ii) All officers of and above the rank of Under Secretary shall be provided with laptops on request basis with recommendation of Secretaries concerned.
- iii) Section Officers will also be provided with laptops on the basis of specific recommendation of their Secretaries after assessing requirements.
- iv) The provision of Laptops given to officers is intended to create an improved and effective working environment when dealing with e-files, out of office hours using VPN facility. Hence the usage of the device and volume of work done shall be monitored for assessment of the eligible category.
- v) No new device of the same category(Laptops/Tablets) may be sanctioned to an officer who has already been allotted with one, up to four years or till the fitness of such device is certified by IT Department, whichever is earlier.
- vi) The officer will have the option to retain the Laptop/Tablet permanently after four years, by paying 10% of the original cost inclusive of all taxes.
- vii) The officer who is given the device shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of loss of property, cost shall be recovered from the officer based on the book value of the device.
- viii) For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance shall be adopted
- ix) The officer concerned will be at liberty to get the device insured at his personal cost.

Provision for Printers

- i) Each section in every department shall be provided with a single Medium - end - Network Duplex printer. Network sharing of the printer shall be enabled to each employee in his PC.
- ii) For sections having more than 3 Assistants and with heavy printing requirements, an additional printer shall be supplied with the due recommendation of Secretary concerned after assessing requirement & workload of the section.

Policy on Installation of Windows OS

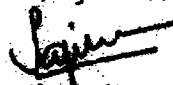
- i) As per the existing policy of Government, free and open source OS(Linux/Ubuntu) is recommended in Govt. Secretariat.
- ii) Windows Operating system shall be provided only if there exist a case of difficulty in interfacing and operating a peripheral device connected to the Desktop PC, due to compatibility issues with Ubuntu/Linux OS. Such demands/requirements shall be considered only after assessment by E&IT(IT Cell) Department.
- iii) Windows Operating systems shall also be provided in cases where, dedicated Windows based softwares are run for routine official work for Government purposes.
- iv) In such cases, Genuine Windows OS shall be purchased and installed as per the requirement. Pirated or any kind of trial versions of OS and softwares are strictly not allowed for installation in Desktop PCs installed in Secretariat.

By order of the Governor
M.SIVASANKAR
 SECRETARY

To:-

All Additional Chief Secretaries/Principal Secretaries/Secretaries
 All Departments in Government Secretariat
 The Principal Accountant General(Audit), Kerala, Thiruvananthapuram
 The Accountant General(A&E), Kerala, Thiruvananthapuram
 The Finance Department
 I & PRD, Web and New media
 Stock File/Office Copy

Forwarded/By order


 Section officer